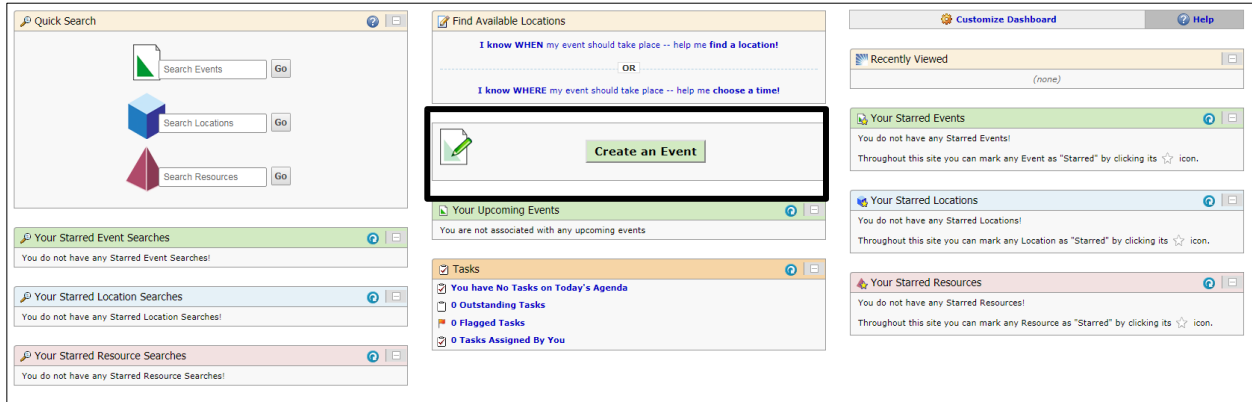


Welcome to the new 25Live upgrade!

Please see the below tutorial for further instruction.

Once you've logged onto the system, you would select the 'Create an Event' button in the middle of the page.



That will open the Event Wizard.

A screenshot of the Event Wizard form. The form is titled 'Untitled #1' and 'New Event...'. It has a left sidebar with a green box labeled 'Event Name' and a red box labeled 'Event Type'. The main content area is divided into two sections. The top section is titled 'Date Restrictions' and contains a warning message: 'Event occurrences that you create are restricted to: No more than 365 days from today'. The bottom section is titled 'Start by entering the basic event information.' and contains several input fields: 'Event Name' (with a red asterisk and a message 'This field is required.'), 'Event Title for Web Calendars', 'Event Type' (with a dropdown menu and a red asterisk), 'Primary Sponsoring Organization' (with a dropdown menu and a red asterisk), and 'Additional Co-Sponsoring Organizations' (with a dropdown menu). At the bottom of the form are buttons for 'Back', 'Next', 'Cancel', and 'Save'. On the right side of the form, there is a purple box with a message: 'The Event Name is limited to 40 characters and is the result returned by events searches in 25Live. As it is shorter, it fits best within the smaller window revealing the results of your event searches.'

There are several things that you'll see that run throughout the event request- the names are colored to reflect the boxes in the above screen cap.

Event Creation Status- This keeps track of the information you've entered, as well as shows your progress.

Date restriction: You're not able to schedule anything more than 365 days in the future.

Information Blurb: As you work through the form, the verbiage in the right hand column changes to reflect what is required in the field you're currently working in.

Main Form: This is where you enter the event information.

Anything marked with a red asterisk is mandatory.

You may start each search with a “CS” to see a list of Cardozo options.

Just a few notes:

Event Name- limited to 40 characters. It is not what will show on the calendar, unless you don't fill out the 'Event Title for Web Calendars' field.

Event Type- drives later questions, please be sure to use the proper one.

Sponsoring Organizations- the text is predictive, you can type just a few letters and a pulldown will appear. If you use the same organization repeatedly, you can favorite it and it will appear at the top of the search.

Additional Co-Sponsoring Organizations- you can enter as many as needed in this field.

Once the required fields are filled out, the 'Next' button will become active.

Cardozo Test New Event...

Cardozo Test
Event Title for Web Calendars

CS Conference (New)
CS MAIN EVENTS
Additional Co-Sponsoring Organizations
Expected Head Count
Event Description for Web Calendaring

Progress...

Date Restrictions
Event occurrences that you create are restricted to:
• No more than 365 days from today

CLOSE

Enter additional basic event information.

Expected Head Count

*

Event Description for Web Calendaring *

Your choice here determines which locations show up as available when you get to the search editor for choosing the location for your event. The value should be one or more. You should make your best estimate of how many people you truly expect to attend your event.

◀ Back

Cancel

Save

Next ▶

Please notice the information in the left hand column, as the fields have been filled out.

Head Count- this is required, since it's the way that spaces are assigned. 25Live will show you appropriate rooms based on this number. Please try to be as accurate as you can.

Event Description for Web Calendaring- this is a text field with limited html; you can embed videos and pictures, bold and italicize, or enter links.

Cardozo Test [New Event...](#)

Cardozo Test
Event Title for Web Calendars

CS Conference (New)
CS MAIN EVENTS
[Additional Co-Sponsoring Organizations](#)
25 Attendees Expected
Cardozo training for 25Live.

Progress...

Is this a repeating event?

No
This event happens only once.
Any other related events are separate and distinct.

Yes
This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

◀ Back Next ▶

Cancel Save

On this page, you chose if the event is repeating or not.

Whichever option you select, the first page is always the same.

Cardozo Test [New Event...](#)

Cardozo Test
Cardozo 25Live Test

CS Conference
CS MAIN EVENTS
[Co-Sponsoring Organizations](#)
25 Attendees Expected
Cardozo Training for 25Live
Wed Feb 14 2018
2:00pm - 3:00pm

Progress...

Tell us WHEN this event takes place.

Select the dates/times for the initial event in the repeating series.
Subsequent occurrence dates will be entered on the next page.

Event Start: Wed Feb 14 2018 2:00 pm

Event End: Wed Feb 14 2018 3:00 pm

☒ The first occurrence begins and ends on the same day.

Additional Time

Does this event require additional time before the event? ☐ Yes ☒ No

Does this event require additional time after the event? ☐ Yes ☒ No

◀ Back Next ▶

Cancel Save

Date Restrictions
Event occurrences that you create are restricted to:
• No more than 365 days from today

Event Duration:
1 Hour

Please let us know the start time of your event. This information will be displayed on the website calendar as the event time. If you need any additional time for setup and breakdown, please see below and answer accordingly.

Setup: How much time is needed to set-up for your event.

Takedown: How much time does the organizer need to break-down the event.

On this page, you would enter the start date and time, as well as end date and time. If this is a multiple day event, you would enter the starting and ending information for the first instance of this event.

Additional Time- This is setup and breakdown time, if you need time for setup and breakdown, you'd add it here. That will allow you to reserve the room for the total amount of time you need, not just the length of your event.

The screenshot displays a web form for event booking. At the top, a header says "Tell us WHEN this event takes place." Below this, a section for "Date Restrictions" includes a warning icon and a list item: "No more than 365 days from today". The main form area is divided into two columns. The left column contains a section titled "Tell us WHEN this event takes place." with instructions: "Select the dates/times for the initial event in the repeating series. Subsequent occurrence dates will be entered on the next page." It includes fields for "Event Start" (Wed Feb 14 2018, 2:00 pm) and "Event End" (Wed Feb 14 2018, 3:00 pm), with a checkbox for "The first occurrence begins and ends on the same day." Below this is a section titled "Additional Time" with two questions: "Does this event require additional time before the event?" (Yes selected) and "Does this event require additional time after the event?" (Yes selected). The "Setup" field is set to 20 minutes, and the "Takedown" field is set to 1 hour. The "Reservation Start" is 1:40pm and the "Reservation End" is 4:00pm. The right column shows a summary of durations: "Event Duration: 1 Hour" and "Reservation Duration: 2 Hours, 20 Minutes". A red box highlights the "Date Restrictions" and the duration summary. At the bottom right, there is a section for "Please let us know the start time of your event..." with instructions for "Setup" and "Takedown" times.

Tell us WHEN this event takes place.

Select the dates/times for the **initial event** in the **repeating series**.
Subsequent occurrence dates will be entered on the next page.

Event Start: Wed Feb 14 2018 2:00 pm

Event End: Wed Feb 14 2018 3:00 pm

☒ The first occurrence begins and ends on the **same day**.

Additional Time

Does this event require additional time before the event? ☒ **Yes** ☐ **No**

Setup: Days Hours 20 Minutes

Reservation Start: 1:40pm

Does this event require additional time after the event? ☒ **Yes** ☐ **No**

Takedown: Days 1 Hours Minutes

Reservation End: 4:00pm

Date Restrictions
Event occurrences that you create are restricted to:

- No more than 365 days from today

Event Duration:
1 Hour

Reservation Duration:
2 Hours, 20 Minutes

Please let us know the start time of your event. This information will be displayed on the website calendar as the event time. If you need any additional time for setup and breakdown, please see below and answer accordingly.

Setup: How much time is needed to set-up for your event.

Takedown: How much time does the organizer need to break-down the event.

Please note: The **Additional Time** is set to yes, 20 minutes before and an hour afterward.

That change will adjust the **Reservation Duration** accordingly.

If you don't need multiple days, please skip to page (7)

Cardozo Test

New Event...

Cardozo Test
Cardozo 25Live Test

CS Conference
CS MAIN EVENTS
Co-Sponsoring Organizations
25 Attendees Expected
Cardozo Training for 25Live
Wed Feb 14 2018
2:00pm - 3:00pm
Setup: 20 minutes
Takedown: 1 hour

Progress...

Choose how this event REPEATS.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

◀ Back

⌂ Cancel

Save

Next ▶

There are multiple options for events that repeat.

Ad-Hoc Repeats- This is when your event repeats in an irregular pattern and you need to select the dates from a calendar.

Ad Hoc Repeats ▼

Click on any date to add it to the Occurrence List.

Feb ▼
2018 ▼

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

Occurrence List

Date	Comments	Status
Wed Feb 14 2018		Active ▼

Daily Repeats- These events are ones that are on consecutive days for some period of time.

Daily Repeats ▼

Repeats every

☐ Repeats through

☐ Ends after iterations

Occurrence List		
Date	Comments	Status
Wed Feb 14 2018	<input type="text"/>	Active ▼

Weekly Repeats- These are the events that are weekly for some number of iterations.

Weekly Repeats ▼

Repeats every

Repeats on ☐ Mon ☐ Tue ☒ Wed ☐ Thu
☐ Fri ☐ Sat ☐ Sun

☐ Repeats through

☐ Ends after iterations

Occurrence List		
Date	Comments	Status
Wed Feb 14 2018	<input type="text"/>	Active ▼


Monthly Repeat- There are two types of monthly repeats: A specific day or a specific position. For example, the 1st and the 10th or the 2nd Tuesday and 3rd Monday.



Monthly Repeats ▾

Repeats every month ▾

☒ Repeat by Day
[+ Add Repeat Day...](#)

☐ Repeat by Position
[+ Add Repeat Position...](#)

☐ Repeats through Wed Feb 14 2018 

☐ Ends after 1   iterations

Occurrence List		
Date	Comments	Status
Wed Feb 14 2018	<input type="text"/>	Active ▾

Does Not Repeat- If made an incorrect selection, you can just use this button to correct yourself.

Does Not Repeat ▾

Occurrence List		
Date	Comments	Status
Wed Feb 14 2018	<input type="text"/>	Active ▾

Find and select LOCATIONS.

Your Starred Locations...

Search by Location Name...

Search

No Matching Results

☒ Show only my authorized locations that have no time conflicts
☒ Enforce head count

Refresh

Saved Searches...

Advanced Search...

Back

Cancel

Save

Next

This is where you search for and select an available Location for your event.

A **Green Check** indicates space availability at the time of your request, however it does not guarantee your event will be scheduled in that location. A **Red Triangle** indicates that space is unavailable.

More Options:
Your Starred Locations are spaces that you have favorited, and they will be checked for availability first.
Search by Location Name is a way to search location by keyword or name.
Saved Searches are location searches you have created.
Public Searches were created for users to run broad searches based on campus and room attributes.
Advanced Search is a comprehensive way to choose an event based on location features, categories, layouts and/or capacity.

HIDE ▲

Selected Locations

none selected

Please see the helpful descriptions in the right hand column to learn more about searching locations. Please type in "CS" in the search bar to pull up Cardozo spaces. Alternatively, please feel free to use the **Saved Searches**.

If you find you're using the same space repeatedly, you can star it and it will appear in 'Your Starred Spaces' and be the first thing searched for when you arrive at this page.

Your Starred Locations...

Search by Location Name...

Saved Searches...

Your Starred Searches

All of Your Searches

Public Searches

Refresh

☒ Show only my authorized locations that have no time conflicts
☒ Enforce head count

Advanced Search...

If you select Saved Searches->**Public Searches**, you'll see several options for searches that were created for Yeshiva users. There are searches that are applicable to each campus, so you can choose the Cardozo one that fits your needs.

Saved Searches...

Your Starred Searches

All of Your Searches

Public Searches

Beren-Outdoor Spaces

Cardozo-All Rooms

Cardozo-Hallways

Cardozo-Lecture Rooms

Cardozo-Seminar Rooms

Cardozo-Spaces with In-House AV

Cardozo-Spaces Without In-House AV

Once you've selected a search, the software will return a list of available spaces.

Saved Searches...

Your Starred Searches
All of Your Searches
Public Searches

Beren-Outdoor Spaces
Cardozo-All Rooms
Cardozo-Hallways
Cardozo-Lecture Rooms
Cardozo-Seminar Rooms
Cardozo-Spaces with In-House AV
Cardozo-Spaces Without In-House AV

CSL 1008
Cardozo-Brookdale Center-1008
Max Capacity: 90

CSL 211
Cardozo-Brookdale Center-211
Max Capacity: 26

CSL 407
Cardozo-Brookdale Center-407
Max Capacity: 40

CSL 420
Cardozo-Brookdale Center-420

☒ Show only my authorized locations that have no time conflicts [Refresh](#)

☒ Enforce head count

You'll notice that there are two check boxes at the bottom of the search- one is to ensure that all spaces returned are free, while the other is to enforce the headcount you entered earlier.

If you deselect the first one, you'll get all spaces that match your search, even those that are currently unavailable, provided the capacity is what you've indicated in the Head Count Field. You cannot request a room that's unavailable, so if you need one of those, you'll have to submit the request without a location and add in the notes the room you'd like. Unavailable rooms are indicated with a red triangle.

If you deselect the head count, you'll get all available spaces for your search that are not already booked, regardless of capacity.

Select your space and in the right hand column the information for that space will appear, including a box where you can enter any setup instructions, as well as a pulldown to select the room layout.

Selected Locations

CSL 1008 ✓ ☆ ✕
Cardozo-Brookdale Center-1008
Max Capacity: 90
Features: Table - Conference Style Setup; Table - Conference; Seating - Tiered; A/V - Projection Screen; A/V - Mounted Projector; Telephone; Internet Access - Wireless; Internet Access - Wired; Lectern - Standing; Seating - Fixed; Seating - Moveable; A/V - Sound System
Conflicts: None
Layout: As-is [60]
Setup Instructions:
Attendance:

Find and select RESOURCES.

★ [Your Starred Resources...](#)

🔍 **Search by Resource Name...**

Search

No Matching Results

[Refresh](#)

[Saved Searches...](#)

[Advanced Search...](#)

[Resources](#) are items that you would like present for your event. A resource could be a 6ft table used for a panel or microphones used for panelists. Clicking on the resources that you would like will help indicate to the Event's Department your requirements for your event. [HIDE](#)

Selected Resources

none selected

[Back](#) [Next](#) [Cancel](#) [Save](#)

The next page is Resources, where you'd select things that are not available in the room already.

The setup is the same as the Rooms, you can search by starred resources, name, saved searches or Advanced searches. Under Saved Searches->Public Searches is a 'Cardozo-Resources' search that will list all available resources for Cardozo.

Remember, if you find you're using the same resource repeatedly, you can star it and it will appear in 'Your Starred Resources' and be the first thing searched for when you arrive at this page.

Cardozo Test [New Event...](#)

Cardozo Test
Cardozo 25Live test

CS Conference
CS MAIN EVENTS
Co-Sponsoring Organizations
25 Attendees Expected
25Live Training for Cardozo
Wed Feb 14 2018
2:00pm - 3:00pm
Setup: 20 minutes
Takedown: 1 hour
Event Repeats
CSL 1008
Resources
Attached Files

Add or remove ATTACHED FILES.

Attached Files

You can attach up to 5 files to this event. The maximum size for a file is 25MB. File types accepted:

- PDF, TXT, RTF
- JPG, JPEG, PNG, GIF
- DOC, DOCX, CSV
- XSL, XSLX

Attached Files

[Select File](#)

[Back](#) [Next](#) [Cancel](#) [Save](#)

You can attach files that pertain to your event, for example: room layouts, reservation lists, or supplies. Anyone who looks at your event can download them, but only you can delete and reupload your documents.

Cardozo Test

New Event...

Cardozo Test
Cardozo 25Live test

CS Conference
CS MAIN EVENTS
CS-Continuing Organizations
25 Attendees Expected
25Live Training for Cardozo
Wed Feb 14 2018
2:00pm - 3:00pm
Setup: 20 minutes
Takedown: 1 hour
Event Repeats
CSL 1008
Resources
Attached Files
Additional Event Information

Select ADDITIONAL EVENT INFORMATION for this event.

* A/V: Are there A/V Requirements?
☐ Yes ☐ No

* Alcohol: Is Alcohol Being Served?
☐ Yes ☐ No

* Alcohol: Who are the Alcohol Monitors?

* Attendees: Who is the Target Audience?

* Catering: Is Food Being Served?
☐ Yes ☐ No

* Catering: Please Specify Catering Needs:

* General: Continuing Legal Ed. Course?
☐ Yes ☐ No

☐ Attendees: Is This Open To The Public?

The Additional Event Information is also known as Event Custom Attributes. While some Additional Event Information elements will be set as required responses, others are either optional additions to event data or are data elements that only event schedulers need to track. Requestors only see the other event information that pertains to the event type they have chosen.

Please answer these questions to the best of your ability.

Additional Event Information are questions that pertain to the Event Type you chose earlier in the process. Anything that's starred is required, non-starred questions are optional.

Select CONTACTS for this event.

Scheduler

Sabag, Shira

☆ ✕ ▼

Event Coordinator
shira.sabag@yu.edu

Requestor

Correa, Gretchen

☆ ✕ ▼

gretchen.correa@yu.edu

Contacts are prefilled, you shouldn't change these. The Requestor is the person who will receive all communications regarding the event, so you should leave it as yourself.

11

Select CATEGORIES for this event.

- ☐ Cs Academic
- ☐ Cs Alumni Events
- ☐ Cs Career Services
- ☐ Cs Display On Reports
- ☐ Cs Display On The Web
- ☐ Cs External
- ☐ Cs Not Display On The Web
- ☐ Cs Not Open To The Public
- ☐ Cs Off Campus Event
- ☐ Cs Open To The Public
- ☐ Cs Programs, Centers, And Faculty
- ☐ Cs Students And Student Journals
- ☐ Featured Events
- ☐ Yeshiva University - Academic (Calendar-related)
- ☐ Yeshiva University - Athletic Event Calendar
- ☐ Yeshiva University - Beren Campus Calendar
- ☐ Yeshiva University - Career Event Calendar
- ☐ Yeshiva University - Community Events Calendar
- ☐ Yeshiva University - Developmental Calendar

The **Categories** feature feeds events onto the Cardozo Calendar. Please select any and all calendars you would like your event to appear on. If you do not want your event to appear on the website calendar please select "Cs - Not display on the Web."

Note: Categories associated with the selected Event Type are pre-selected when creating the event. They can be de-selected when editing the event.

Categories are used to sort events to the correct calendar. If you're scheduling a Cardozo event, select the categories that start with 'Cs' to ensure they're on the correct calendar.

If you don't want your event on a calendar, select the 'Cs Not Display On The Web' option.

Otherwise, select the calendars you think your event should belong on.

Add additional COMMENTS and NOTES for this event.

Comments

Additional comments are for anything that you don't think was covered earlier, things that you think the scheduler should know.

I agree to be bound by the policies and procedures concerning the use of locations and resources at Yeshiva University.

By checking the box, you are providing a digital signature indicating that you understand the policy statement and agree to be bound by it. You may read the full policy by clicking [this link](#).

☐ I agree *

[◀ Back](#)

[✖ Cancel](#) [💾 Save](#)

Select 'I agree', then 'save', and your event will be sent to the Events Office for approval.

Cardozo Test
Cardozo 25Live test

CS Conference
CS MAIN EVENTS
25 Attendees Expected
25Live Training for Cardozo

Wed Feb 14 2018
2:00pm - 3:00pm
Setup: 20 minutes
Takedown: 1 hour

Catering: Is Food Being Served?; Alcohol: Is Alcohol Being Served?; A/V: Are there A/V Requirements?; Attendees: Who is the Target Audience?; Catering: Please Specify Catering Needs; General: Continuing Legal Ed. Course?; Alcohol: Who are the Alcohol Monitors?

Sabag, Shira
Scheduler

Correa, Gretchen
Requestor

ID: 2018-AARPTX

This event has been successfully saved. Your event is not confirmed until an event scheduler has reviewed and approved your event. Close

Here's Some Information About Your Event

Location Requests Pending Approval
Location 'CSL 1008' requested for Feb 14 2018.

What's Next?

- View Details** View the Event Details page for this event. The full range of actions are available to you from there.
- Edit** Need to make some more edits to this event? Click this button to start editing.
- Copy** Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.
- Email** Email the details of this event to its stakeholders or anyone else.

More Event Options

- Print Confirmation**
- Create "To Do"**
- Take Ownership of this Event**
- Add to Starred?**

Event Preferences

The following locations were requested for this event:

- CSL 1008**
- [Remove Preferences](#)

Event Tasks

1 Active Assignment Task

This is the page you'll see after you submit the request.

In the left hand column, you'll see the information you entered about your event.

Note: The event number is at the bottom.

In the center are several options. You can view the details of your event, edit the fields you're allowed to edit, copy the event to create another event similar to this one, or email the details to whomever you'd like.

Your requested spaces are listed as well as any resources you've requested.

You can also print a confirmation report, create tasks related to this event, or add it to your starred events.

At this point, the event will show up as a request on your dashboard- refresh the 'Your Upcoming Events' box, and the number of events you're associated with will change.

Your Upcoming Events

1 Event in which you are the *Requestor*

If you click the hyperlink, it will take you to a list of all your events, where you can view the event, edit, etc.